

**Unites States Bankruptcy Court
Western District of Michigan**

Position Announcement for:
Courtroom Deputy Clerk
Grand Rapids, MI

CLOSING DATE: **October 15, 2004**

SALARY: CL 27 (\$39,152 to \$63,639)
Dependent on qualifications and experience

The United States Bankruptcy Court for the Western District of Michigan is accepting applications for a full-time Courtroom Deputy Clerk to coordinate the Bankruptcy judges' caseload and provide courtroom and other assistance by managing court calendars, attending court proceedings and recording pertinent results for the court docket. This position is to be located in Grand Rapids. Some travel is required.

Qualification Standards

Applicants should have three years of progressively responsible clerical experience in a legal office or court environment.

Desirable Qualifications

Excellent interpersonal and communication skills.
Initiative and self-motivation.
Ability to work as part of a team.
Reliable, organized, and ability to prioritize work.
Experience with Word Perfect and Excel is preferred.
Training or experience as a paralegal is a plus but not required.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits that include the retirement system, health and life insurance, holidays and leave accrual program and periodic salary increases.

Qualified applicants should submit a letter of interest and detailed resume:

U.S. Bankruptcy Court
P.O. Box 3310
Grand Rapids, MI 49501

EQUAL OPPORTUNITY EMPLOYER